

POSITION DESCRIPTION

REF 1382: ADMINISTRATIVE OFFICER TO MANAGER REGIONAL OPERATIONS- WAILOKU DEPOT

Salary Scale	\$18,858.00 - \$23,572.50 per annum	Position Type	Established
Structure:	Department:	Operations SBU	
	Sub – Section	Service Delivery	
Location:	Wailoku Depot		

About Our Organisation

The Water Authority of Fiji is a commercial statutory authority established under the Water Authority of Fiji Act 2007 to make provision for the effective management and administration of the Water and the sewerage systems.

We are responsible for providing access to quality drinking water and wastewater services to over 154,000 residential and non-residential metered customers in the urban areas of Fiji and setting up water supply systems in rural areas.

Position Objective

The Administrative Officer is responsible for providing administrative and secretarial support to the Manager Service Delivery at respective region whilst also working closely with other SBU Chiefs, Managers, Senior Engineers, Team Leaders, and Supervisors. This position reports to the Manager Regional Operations- Central Eastern.

Key Accountabilities

- Reporting to the Manager Regional Operations for effective coordination and facilitation of instructions to all Units reporting directly under the Manager Service Delivery
- Coordinate reports from indirect reports on a periodical basis for Manager Regional Operations.
- Recording and filing all correspondence coming in and going out of the Manager Regional Operation's Office.
- Devising and maintaining office systems, including data management and filing.
- Coordinating travel and accommodation request for the Manager Regional Operations & Team.
- Screening telephone calls, enquiries and requests, and handling them when appropriate.
- Organizing, maintaining diaries, making appointments and taking minutes.
- Dealing with incoming email, faxes and post, often corresponding on behalf of the Manager Regional Operations.
- Producing documents, briefing papers, reports and presentations.

- Organizing and attending meetings and ensuring that the Regional Manager Operations is well-prepared for meetings.
- Liaising with clients, suppliers, and other staff.
- Develop and design documents.
- Handling calls and correspondences and following up on pending matters with limited direction.
- Co-ordinate meetings, including agendas, taking and distribution of minutes/action points, catering and facilities.
- Office management and ensuring that the office is well equipped, and level of cleanliness maintained by the cleaners.
- Organizing events and functions and catering for meetings
- Facilitating the purchase of stationaries and other supplies for the Regional Office
- Keeping the Manager Regional Operations advised of time sensitive and priority issues.
- Perform other duties that may be consistent with the position.
- Provide additional support to management team as requested.
- Carrying out any other duties assigned by the Manager Regional Operations.

Position Specification

Competencies

QUALIFICATION & EXPERIENCE REQUIREMENT

- A Diploma in Management, Public Administration, Business Administration or equivalent from a recognized institution with 2 years' relevant work experience.

SKILLS, & ABILITIES

- Research, and data collection experience to support well-informed decisions.
- Excellent verbal and written communication skills in the English language.
- Proficient in Microsoft Office applications.
- Proven ability to work effectively within a team and a demonstrated willingness to learn.
- Strong administration skills and self-starter.
- Proven work experience as a secretary or administrative assistant.
- Familiarity with office organization and optimization techniques.
- Excellent customer service skills for the purpose of interacting with internal and external stakeholders.
- Demonstrated ability to follow instructions and meet set deadlines.
- Demonstrated ability to work independently with minimal supervision.
- Demonstrated ability to follow directions and maintain high standards of professional.

- Demonstrated ability to maintain confidentiality.
- Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation.

WHERE TO SEND YOUR APPLICATION

Typed applications of no more than three (3) pages must include the curriculum vitae in chronological order and the names of 2 referees with certified copies of relevant certificates and separate application for different positions. Briefly state how you meet the knowledge, experience, skills and abilities for the position applied.

INCOMPLETE & LATE APPLICATIONS WILL NOT BE CONSIDERED. ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED.

Applications should be marked “Confidential REF 1382: Administrative Officer to Manager Regional Operations” and should be received no later than **5pm on 26 April 2024** and could be:

Mailed to:

The Manager Human Resources
Water Authority of Fiji
PO Box 1272, Suva

Hand delivered to:

Human Resources Unit
Level 3, Manohan Building
Corner Wainivula & Kings Road

Emailed to:

or hr.recruit@waf.com.fj